

# Removing User Roles


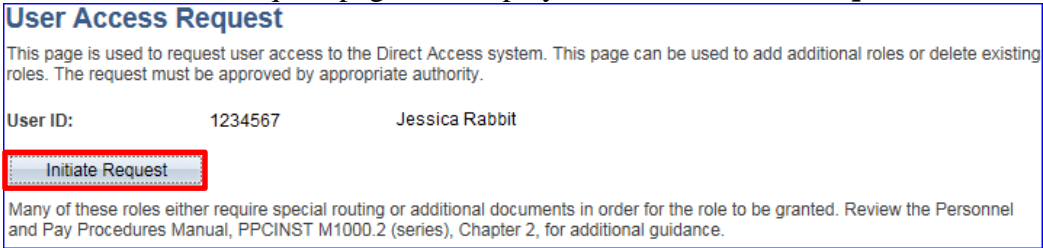
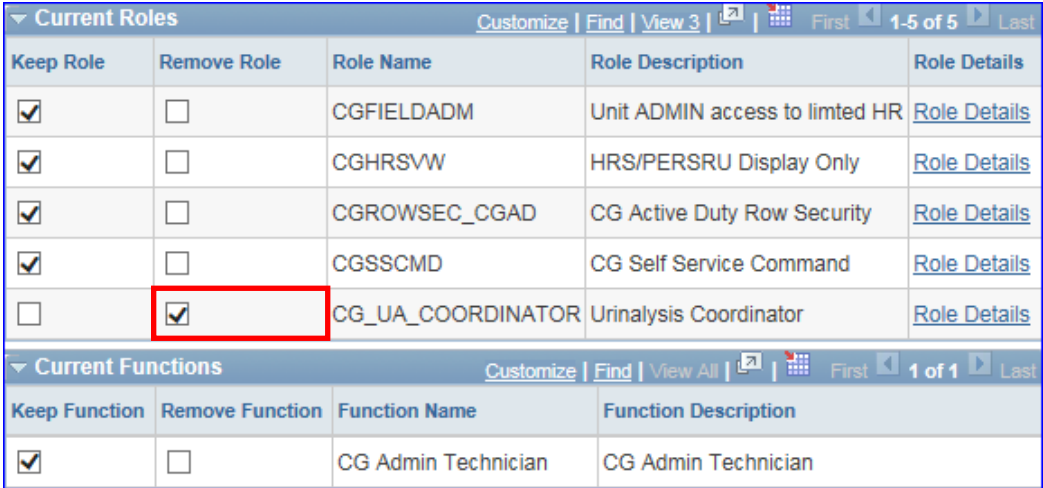
## Introduction

This guide provides the procedures for removing roles in Direct Access. Please allow 24 hours after PPC approval to see the updated roles in DA.

**Note:** If termination of roles is desired prior to transfer or separation, notify PPC Customer Care. Include the user's employee ID number and the user role(s) to be revoked.

## Procedures

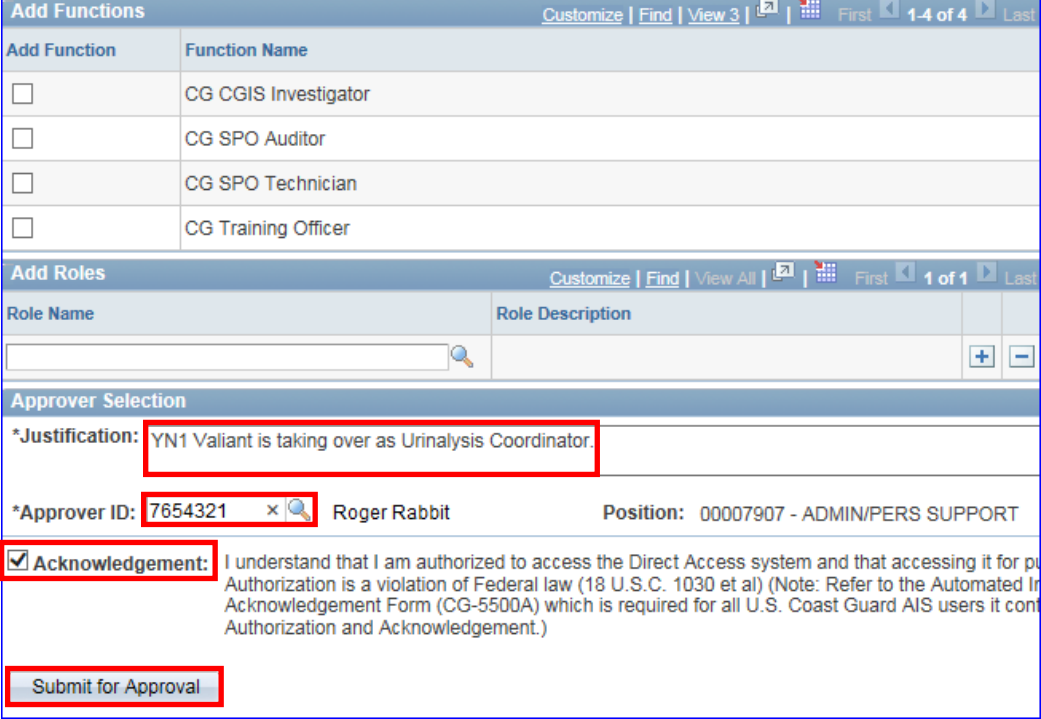
See below.

Step	Action
1	<p>From the Requests tab, click the <b>User Access Request</b> link in the Self Service Requests pagelet.</p> 
2	<p>The User Access Request page will display. Click the <b>Initiate Request</b> button.</p> 
3	<p>The member's current roles and functions (if any) will display. Select the Role/Function that needs to be removed.</p> 

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## Removing User Roles, Continued

### Procedures, continued

Step	Action
4	<p>New roles and functions can also be added at this time. Once all functions and roles have been added/removed, enter the <b>Justification</b> for the request, enter the <b>Approver's Emplid</b> or use the lookup to select it, check the <b>Acknowledgement</b> box and then hit <b>Submit for Approval</b>.</p> 
5	<p>Once submitted, a notification email will be sent to the approver.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>From: <a href="mailto:DoNotReply@direct-access.us">DoNotReply@direct-access.us</a>  Sent: Tuesday, June 07, 2016 12:48 PM  To: Rabbit, Roger  Subject: [Non-DoD Source] User Access Request - Waiting Approval</p> <p>User access request has been waiting for your approval.</p> <p>Requested For : Jessica Rabbit  Request ID : 0000032</p> </div> <p>Once they approve it, the request is forwarded to PPC for final approval.</p>

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## Removing User Roles, Continued

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Procedures,  
continued

Step	Action
6	<p>Upon final approval, this email notification will be sent to the requester:</p> <div><p>From: <a href="mailto:DoNotReply@direct-access.us">DoNotReply@direct-access.us</a> Sent: Tuesday, June 07, 2016 9:55 AM To: Rabbit, Jessica Subject: [Non-DoD Source] User Access Request - Approved</p><p>Your user access request has been approved.</p><p>Requested For : Jessica Rabbit Request ID : 0000025</p></div>

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